



New Jersey Department of Children and Families Policy Manual

Manual:	CON	Contracting	Effective Date:
Volume:	I	Contract Policy and Information Manual (CPIM)	
Chapter:	A	Contract Policy and Information	5-1-2008
Subchapter:	1	Contract Negotiations and Revisions	
Issuance:	1.07.2008	Funding Authorization for Social Service Contracts	Revised:
			7-1-2011

I. PURPOSE

The purpose of this policy is to standardize the third party social services Contract funding authorization process throughout the Department of Children and Families (DCF).

II. SCOPE

This policy applies to all Departmental Components.

III. POLICY

The funding authorization process is implemented when the Department or its respective Divisions release new or reallocated funds to support third party contracted services or programs. Identified funds may include: State grants in aid; Federal appropriations; specific Federal grant awards; special State appropriations; annually distributed revenues such as Domestic Violence Victims Funds; redirected DCF budget funds; or other funding that is utilized by the Department to purchase contracted services.

This process is not required for the routine renewal of DCF social service Contracts with ongoing funding.

IV. PROCEDURES

The Departmental Component shall complete [DCF Form 3-1](#) (Attachment 1) and follow the procedures and instructions set forth in this policy when requesting authorization to release new or reallocated Contract funds.

Instructions for completing Social Service Contract Funding Authorization [DCF Form 3-1](#) follow:

Section A

The Project Coordinator or designee completes [DCF Form 3-1](#) Section A in its entirety as outlined in Attachment 2, Instructions for Completing Social Service Contract Funding Authorization Form. Once completed, the Form is forwarded to the Manager of the appropriate DCF Fiscal/Budget Office for approval.

Section B

The Fiscal/Budget Office completes Section B after review by the appropriate account analyst. Special Instructions must be outlined in detail in this section. The Manager of the appropriate Fiscal/Budget Office signs the form and then forwards it to the DCF Office of Contract Administration (OCA).

Section C

The OCA receives [DCF Form 3-1](#) and logs the submitted form, then reviews the packet for completeness and accuracy. The form is forwarded to the Director of Contracting for review and approval.

The Director approves or rejects the funding authorization request and returns the entire packet to the assigned OCA staff responsible for processing.

The OCA records receipt of the funding authorization packet and forwards it to the appropriate contract staff for Contract execution. If the Director does not approve the funding authorization, OCA addresses the concerns and resubmits the packet to the Director for approval as appropriate.

Note: The Director's signature memorializes the date the funding authorization was logged out of the Central Office, and the entire funding authorization packet was forwarded to the designated business office for execution. Once the [DCF Form 3-1](#) has been approved at all levels, staff may execute Contracts and Modifications under the scope of this authorization.

Distribution

Copies of the completed [DCF Form 3-1](#) are forwarded to: the Office of Contract Administration, Fiscal/Budget Office; Office of Accounting; Office of Revenue and Financial Reporting; DCF Business Manager; and other stakeholder(s) as necessary.

Commissioner

